

Request for Council Action

Originator Humans Resources	Item Authorization for Full-Time Records Clerk
Agenda Section Consent	Date 4/18/2016
Description	

During the 2016 budget process, the City Clerk's Office requested an additional full-time Records Specialist position to respond to the workload created by the rising number of public records requests. During review and discussion of the overall budget, the idea of filling this position on a part-time position was considered. In the end, the position was intended to be full-time but the final budget document only included funding for a part-time position. To remedy this situation and allow for a full-time employee to be hired for the final 7 months of the year, the Council is asked to increase the authorized expenditure budget for the City Clerk's Office by \$10,000.

Salary & Benefits for Full-Year, Full-Time Employee	\$73,173
Salary & Benefits for 7 mo., Full-Time Employee	\$45,862
Amount Budgeted for Part-Time Position	\$35,862
Additional Expenditure Authorization Needed	\$10,000

Requested Action

The Council is asked to authorize the expenditure of an additional \$10,000 in wages and benefits within the City Clerk's budget to fund a full-time rather than a part-time Records Specialist position.

Attachments: